

ASSISTANT DIRECTOR OF PUBLIC HEALTH

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for assisting in the planning, organizing, evaluating, and directing of the Public Health Department programs including communicable disease control, environmental health and personal health services, and related services. The work is performed under general supervision of the Public Health Director with wide leeway allowed for the use of independent judgment in determining operating methods and procedures. Supervision is exercised over the work of administrative, professional, and clerical personnel in assigned areas of responsibility. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists in planning, organizing, evaluation, and direction of the Public Health Department;
- Coordinates the activities of the Public Health Department in assigned areas;
- Assists with the development of the annual health services plan, state aid application, and other various annual reports;
- Assists in the preparation of the annual department budget;
- Develops, implements, and monitors policies and standards for assigned services to ensure compliance with applicable local, state, and federal laws and regulations;
- Interprets program services and policies to the general public, other health service providers, and recipients of Public Health services;
- Oversees data processing, billing, personnel issues and other related activities of the Public Health Department;
- Gathers information and conducts studies on improving health services in the county and makes recommendations on findings;
- Researches and identifies new funding sources and resources for public health programs;
- Represents the department in conferences and meetings related to health system planning and development;
- Assists in the preparation of public relations materials;
- Prepares a variety of records and reports related to the work;
- May be required to work on-call hours as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices, and procedures of public health administration; good knowledge of budgeting and fiscal management practices; good knowledge of Federal, State, and local legislation and regulations regarding public health; ability to plan and supervise the work of others; ability to prepare and analyze complex records and reports; ability to communicate effectively in both orally and in writing; ability to establish good working relationships with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in public health or closely related field and two years of experience in a public health agency, hospital, or health related program